



## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

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### COTTAGE FOOD OPERATIONS INFORMATION

January 1, 2013

#### What Are Cottage Food Operations?

Effective January 1, 2013, a new law, California Homemade Food Act (AB 1616), allows for Cottage Food Operations ("CFO"). A CFO is an enterprise at a private home where low-risk food products are prepared or packaged for sale to consumers. A CFO cannot have gross sales in excess of \$35,000 in 2013; \$45,000 in 2014; and \$50,000 in 2015 and thereafter. A CFO can have one full-time equivalent employee (not counting family members or household members). For more information about CFOs, please visit the Santa Clara County Department of Environmental Health website at [www.sccgov.org/sites/deh](http://www.sccgov.org/sites/deh).

#### What Do I Need to Operate a Cottage Food Operation?

To operate a CFO in the City of Mountain View, an operator must:

1. Register with or obtain a permit from the Santa Clara County Department of Environmental Health (registration and permit fees for CFOs are set by the County, currently, \$219 and \$635 respectively). Contact (408) 918-3400, or visit [www.sccgov.org/sites/deh](http://www.sccgov.org/sites/deh).
2. Obtain a seller's permit from the State of California Board of Equalization. Contact (800) 400-7115, or visit <http://www.boe.ca.gov>.
3. Obtain a business license from the City of Mountain View. Please note prior to obtaining your business license, you must register with or obtain a permit from the County and obtain a seller's permit from the State of California. The City of Mountain View business license costs \$30 for the license, plus a required State fee in accordance with SB 1186 of \$1 per year. A City of Mountain View business license will be issued two weeks after the Finance and Administrative Services Department receives a complete business license application. You can obtain a business license application at the Finance and Administrative Services Department, or online at [http://www.mountainview.gov/city\\_hall/admin\\_services/business\\_licenses.asp](http://www.mountainview.gov/city_hall/admin_services/business_licenses.asp).

### Operational Requirements

CFOs operating in the City of Mountain View must comply with State law and the Home Occupation provisions contained in City Code Sections 36.28.85 and 36.28.90.

The following provisions of the City Code apply to CFOs:

1. The use is clearly secondary to the full-time use of the structure as a residence;
2. The use does not require modification not customarily found in a dwelling, nor shall the use be visible from the street or from neighboring properties;
3. There is no window display, advertising sign, or other identification of the home occupation on the premises;
4. The use is limited to the registered or permitted area by the County of Santa Clara Department of Environmental Health. No use may eliminate any required parking;
5. Only one (1) vehicle with a capacity no greater than three-quarter (3/4) ton may be used by the occupant directly or indirectly in connection with a home occupation;
6. Activities conducted and equipment or material used on shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of flammable, explosive, or hazardous materials unless specifically approved by the Fire Department, in compliance with Chapter 24 of the City Code;
7. The use shall not create noise beyond the property line and may only create odors, fumes, smoke, or secondary effects consistent with the registered or permitted operation;
8. The use shall not generate more than five (5) additional pedestrian or vehicular trips in excess of that customarily associated with the zoning district in which it is located, and no more than two (2) deliveries per day; and
9. On-site dining is prohibited.

#### **Statement of Acknowledgement of CFO Operational Requirements**

**I have read and understand the City Code requirements stated above and certify that the business I operate out of my home complies with all of the City Code requirements set forth above. I agree to remain in compliance with the above-stated requirements and standards pertaining to home occupations as they apply to Cottage Food Operations.**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Address